



## GENERAL JOB AID

## How to Access the SAP Training Sandbox (Client 899)

**CRITICAL!**

Due system configurations, normal access to the SAP Training Sandbox (Client 899) is not possible at one time. Technical staff are working on the issue and hope to have it resolved in January 2017. Click the link below to access a Workaround Job Aid for accessing the Training Sandbox (899).

[http://www.osc.nc.gov/training/osctd/help/General%20Information/Job\\_Aids/WorkaroundForAccessingThePracticeSandbox.pdf](http://www.osc.nc.gov/training/osctd/help/General%20Information/Job_Aids/WorkaroundForAccessingThePracticeSandbox.pdf)

**Welcome State of North Carolina Employees**

NCID \*   
 Password \*

For human resources, payroll or BEACON system assistance, call 919-707-0707 in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 8 a.m. to 5 p.m., Monday through Friday.

For NCID assistance, contact your agency's NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

[Customer Service](#) | [System Status](#) | [Privacy and Security](#) | [Legal](#)

1. Log into the OSC Integrated HR/Payroll portal: <https://mybeacon.its.state.nc.us/irj/portal>.

**Information**


If you receive errors logging in, please contact your Agency's NCID administrator to resolve the problem.

Welcome: John Employee

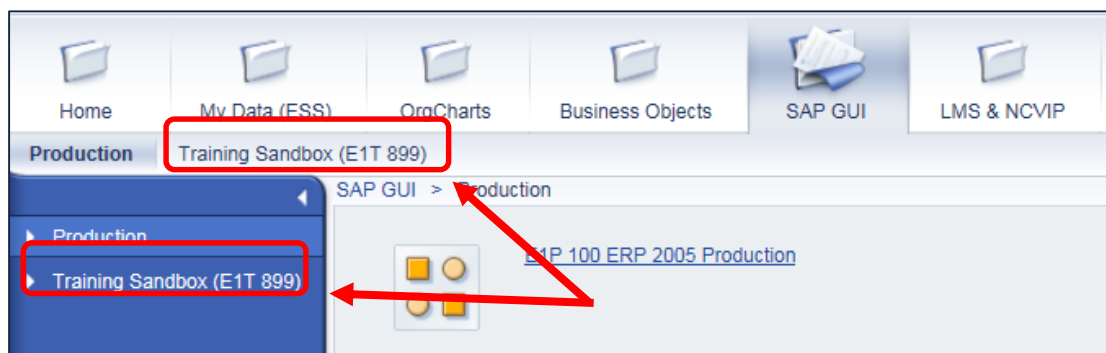
Home My Data (ESS) **SAP GUI** LMS & NCVIP

2. Click the **SAP** folder.

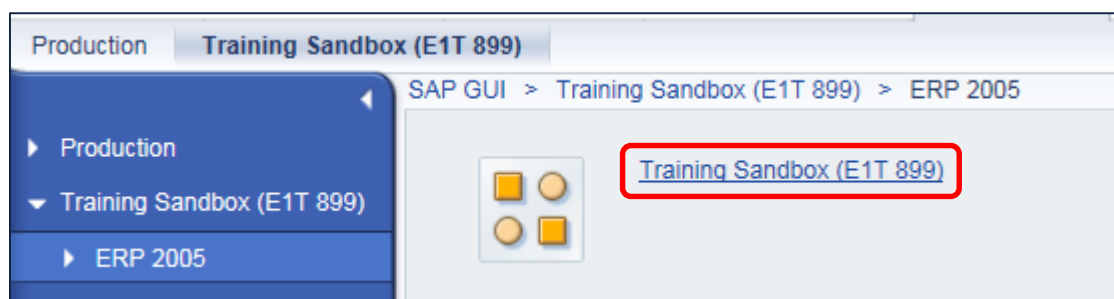
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**CRITICAL!**

STOP...If you receive a dialog box requesting that you open or save a file. This means that the SAP software has not been installed on your computer. Contact your agency's IT helpdesk and request a SAP software installation.



- Click one of the red-circled links to access the Training Sandbox.



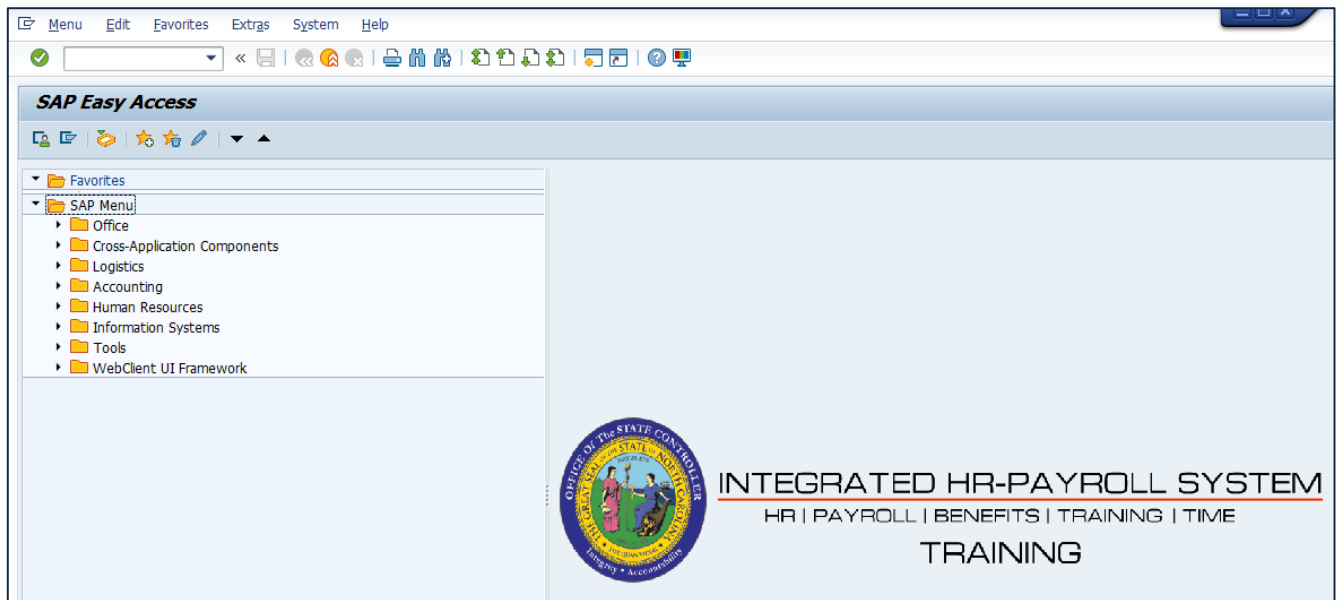
- Click the link that is labeled **Training Sandbox (E1T 899)** to access the sandbox. A pop-up box is displayed.



- Click the **Open** button.

The Training Sandbox launches in a separate screen.

## *How to Access the SAP Training Sandbox (Client 899)*



The SAP Easy Access screen is visible.